WSU Mailroom SHIPPING SERVICES – DOMESTIC
(Please Print Clearly – Questions? Call the Mailroom at #5055)

Date: ____________________
Sender’s Name: ________________________________ Phone # ___________
Department: ________________________________
Cost Center Number: __________________________
Would you like a copy of the “Shipment Receipt” (includes tracking number and estimated cost)? ___ YES ___ NO

Preferred Carrier:   ☐ FedEx   ☐ UPS

Service Type:

☐ Next Business Day (By 8:30 a.m.)
☐ Next Business Day (By 10:30 a.m.)
☐ Next Business Day (End of Day)
☐ 2 Business Days (By 10:30 a.m.)
☐ 2 Business Days (End of Day)
☐ 3 Business Days (End of Day)
☐ Ground (1-5 Days)

Do you need insurance? ___ Yes ___ No   Insured amount __________

OR

Preferred Carrier:   ☐ US Mail (for packages and boxes)

Service Type:

☐ First-Class Mail (no tracking)
☐ Priority Mail with Tracking (average delivery 1-3 days)
☐ Express Mail (Overnight)
☐ Certified Mail/Signature/Return Receipt (this option can ONLY be used Domestically)
☐ Registered Mail/Return Receipt (this option is used for items of high insured values; can be used for International and Domestic). **NOTE** – The Winona Post Office requires that Registered mail and packages be sealed with a special tape they use. Because of this, Registered mail and packages must be sent or delivered to the WSU Mailroom **UNSEALED**. If it is not convenient for you to do this, please call the Mailroom (#5055) to schedule a special pick up time.

Ship To:
________________________________________________________________________
________________________________________________________________________

12.03.14